



FUN | PROFESSIONAL | ADVENTURE

Sailing School & Sea safety and survival school

Safety Management System

Version 3

May 2020

Safety Statement

Mainstay Sailing, through its staff and training will teach, demonstrate and live safety. Our safety culture is part of what we sell and demonstrate to our clients and associates through our culture and the way we do everything.

Terence Smith

A blue ink handwritten signature of Terence Smith.

(Principal)

Version	Creation / review date	Description of changes	Created by
3/May 2020	Reviewed	Multiple updates, include new COVID items.	Terence Smith

INTRODUCTION

Mainstay Sailing will strive to create a no blame culture and do everything reasonably practicable to ensure the safety of all persons.

Duty of Care

Duty of care is a legal obligation imposed on an individual requiring that they take reasonable care (to themselves as well as others) while performing any acts that could impose foreseeable harm on others.

CONSULTATION

Mainstay Sailing will consult with all interested parties in the interests of safety...

SAFETY CHECKS

Safety checks are to be undertaken on all applicable equipment:

INDUCTION TRAINING

Induction training is to incorporate the following items:

Please refer to the Induction training manual

All new Instructors or other staff members are to sign the bottom of the induction checklist

SUPERVISION OF ACTIVITIES

The training centre principal is ultimately responsible for ensuring the adequate supervision of all training activities...

HEALTH AND SAFETY RULES

- Housekeeping
- PPE use
- Maintenance procedures
- Accident reporting
- First Aid attention
- Fire prevention
- Electrical equipment
- Smoking, Alcohol, Drugs
- Horseplay & misuse of equipment
- Operating power driven vessels

HAZARD IDENTIFICATION

A Hazard is anything that can cause harm to people, property or the environment

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Mainstay Sailing shall consider the following types of hazard:

- Biological
- Mechanical/electrical
- Psychological
- Physical
- Chemical

Mainstay Sailing may use the following techniques to identify hazards:

- Consultation
- Inspections and Hazard Surveys
- Examination of other relevant information
- Injury/illness records
- Audits
- Incident/accident investigations
- Health & environment monitoring
- Complaints
- Observations

HAZARDS IDENTIFIED

The attached Hazard identification and risk rating spreadsheet is to be used to help identify and manage the risks.

RISK ASSESSMENT

The following matrix shall be used to prioritise the implementation of control measures. In our attached hazard forms, we have included a frequency factor to help weight the risk score.

The frequency is how often a person is likely to be exposed to the hazard over a relative time scale (per day, per course) This allows us to focus more on the higher priority items.

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	Consequence				
Level of Injury	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Action Required	Incident Report or Near Miss Report	Incident Report Review of Control Measures	Notify relevant Maritime authority or Work Cover Temporarily Discontinue Activities	Prepare for Intense public and media interest	Prepare for Coroners Enquiry

		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	6	7	8	9	10
Likely	4	5	6	7	8	9
Possible	3	4	5	6	7	8
Unlikely	2	3	4	5	6	7
Rare	1	2	3	4	5	6

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Appendix 2

To be used for sign off of operating procedures, SMS and instructor/staff inductions.

		SIGN OFF SHEET	
Name	Date	Document Name	Signature

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Appendix 3

		REPORT FORM			
Report of	circle applicable one	Near Miss	Accident	Incident	Injury or Health Issue
Incident Date		Time of Incident		Date of Report	
Reported By:			Signature		
Location					
What Happened					
Who was involved					
Diagram or picture					

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Appendix 4

emergency procedures and contacts

Emergency Information

The closest Public telephone is located at...

Yacht Club Telephone Number

Police Emergency Number

Police Assistance

Ranger

Water Police

Location, access and communication of Next of Kin details

Action in the Event of an on water emergency

Safety Boat Duties

First Aid Facilities and Procedures

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Qualified 1st Aid Personnel

Actions in the event of a Fire

Location of Nearest Medical Facilities

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